

Neighborhood Enhancement Partnership August 2003

What is the Neighborhood Enhancement Partnership program?

The purpose of the Neighborhood Enhancement Partnership (NEP) program is to prevent the decline of mature neighborhoods by encouraging property owners to enhance their own neighborhoods. NEP provides on-going funding opportunities that can assist in neighborhood-based improvement projects and/or applications that represent a community-based activity or project.

In addition, the program seeks to preserve and promote all Scottsdale neighborhoods by ensuring that mature neighborhoods are equipped to address emerging or future neighborhood needs that do not exist in newly established neighborhoods. By encouraging neighborhood participation and investment, it is the program's objective to address individual neighborhood needs before they become community challenges.

Who can apply?

Any neighborhood group or homeowners association in the City of Scottsdale may apply for NEP funding.

"Neighborhood Groups" are defined as neighborhoods that have organized voluntarily and therefore do not have mandated fee collection or assessment capabilities.

Applications from Neighborhood Groups should represent at least 50% of the specified neighborhood, as determined by staff (i.e. standard neighborhood block, complex or street).

"Homeowners Associations" (HOAs) are defined as neighborhoods that have mandated monthly fees and assessment capabilities and therefore possess a source of revenue.

Applications from HOAs must be approved by the HOA's governing board prior to application submittal.

NOTE: Applications received directly from management company representatives must demonstrate that the homeowners are directly involved in the project creation, development, implementation and application completion and submittal.

What types of projects are eligible?

A proposed project must benefit the neighborhood or community and demonstrate the direct involvement of the neighborhood residents who are affected by the project.

What types of projects are not eligible?

- Projects in progress or completed prior to application submittal
- Projects that would benefit neighborhoods that are less than 15 years of age
- Routine maintenance-type projects as determined by the Neighborhood Enhancement Commission (i.e. painting, roofing, pool repairs, etc.)
- Security gate installations for vehicle ingress and egress are not eligible for funding unless the application can demonstrate how the gate will:
 1. Decrease a documented criminal history through the police department
 2. Positively impact the immediate and surrounding neighborhood

What is “Matching” and how much is available?

Homeowners Associations, as defined in the “Who Can Apply” section, are eligible to apply for up to 50% of the entire project cost up to a maximum of \$2,500.

Neighborhood Groups, as defined in the “Who Can Apply” section, may not be required to provide matching funds. However, participation by the neighborhood group is required where feasible or appropriate. Projects will be reviewed for funding on a case-by-case basis.

NOTE: Please ensure accuracy in calculating the amount of funds requested, as additional funds will not be awarded for the same project.

When can we apply?

Applications from **Neighborhood Groups** and/or applications that represent a community-based activity or project may be submitted on an annual basis at any time during the year.

Applications from **Homeowners Associations** may be submitted in November and May. Applicants who previously were awarded NEP funds are again eligible to apply for funding two years from the date funds were issued, unless the new request demonstrates a critical safety need.

What is the application and review process?

Members of the city’s Citizen and Neighborhood Resources (CNR) department will review applications requesting less than \$500. If a critical safety need is demonstrated, staff will review applications requesting up to \$1,500. All other applications are reviewed by the Neighborhood Enhancement Commission, a City Council appointed advisory group.

Once an application is received in the CNR office, it will be reviewed for completeness, clarity and inclusion of required support material. In most cases, an application review meeting will be scheduled with the applicant to review the application and discuss the process. If only staff review is required, the applicant will be notified within 30 days after the application meeting as to whether the application has been approved or denied.

When an application from a Neighborhood Group (non-HOA) is received, and is greater than \$500, it will be scheduled for review and action at the next available Neighborhood Enhancement Commission monthly meeting.

Application and review process schedule for HOAs

HOA applicants (at least one representative from the neighborhood listed as a contact on the application) must attend a pre-application orientation workshop within two (2) months of submittal. Applications from HOAs are taken twice a year and scheduled as follows:

Fall

- **September** - Orientation Workshop* (Required for all HOAs planning to submit an application in November. Other applicants may also attend.)
- **November** - Application deadline
- **December** - Determination of funding awards by the Neighborhood Enhancement Commission

Spring

- **March** - Orientation Workshop* (Required for all HOAs planning to submit an application in May. Other applicants may also attend.)

- **May** - Application deadline
- **June** - Determination of funding awards by the Neighborhood Enhancement Commission

** Please see Orientation Workshop schedule for specific dates, times and locations.*

Application criteria

Applications will be evaluated using the following broad categories:

- Age of the neighborhood:
 - Neighborhoods that are 30 years or older are the program's top priority
 - Neighborhoods that are 15-29 years old are the program's next priority
 - Neighborhoods less than 15 years old are not eligible for the program
- Financial need
 - Have other financial avenues been pursued?
 - Does the applicant possess the ability to fund the project without NEP funding?
- Applicant's ability to sustain any on-going costs associated with the project
- Safety, aesthetic and creative enhancements
- Level of support and involvement of residents in the NEP process/project
- Conservation of energy, water or natural resources

If we are approved for funding, how long do we have to complete the project?

- Awarded NEP applicants have six (6) months to submit the required support material for reimbursement.
- Awarded NEP applicants needing more than six (6) months are required to submit a written extension request to the Citizen & Neighborhood Resources office **PRIOR** to the end of the 6-month completion deadline.

Learn more about your neighborhood's financial future

HOAs receiving NEP funding are strongly encouraged to take part in a Financial Planning or Reserves Study class offered through the city's Neighborhood College program either before or within six (6) months of receiving funding.

Who should I contact if I have questions or need assistance?

Citizen and Neighborhood Resources
7447 E. Indian School Rd., Suite 300
Scottsdale, AZ 85251

Phone: (480) 312-3111

Fax (480) 312-2455

E-mail Neighborhoods@ScottsdaleAZ.gov

NOTE: The Neighborhood Enhancement Commission shall have discretionary authority to amend or modify any of the preceding NEP guidelines.